USER MANUAL

ResourceSmart AuSSI Vic
Secure Site User Manual for Teachers & Students

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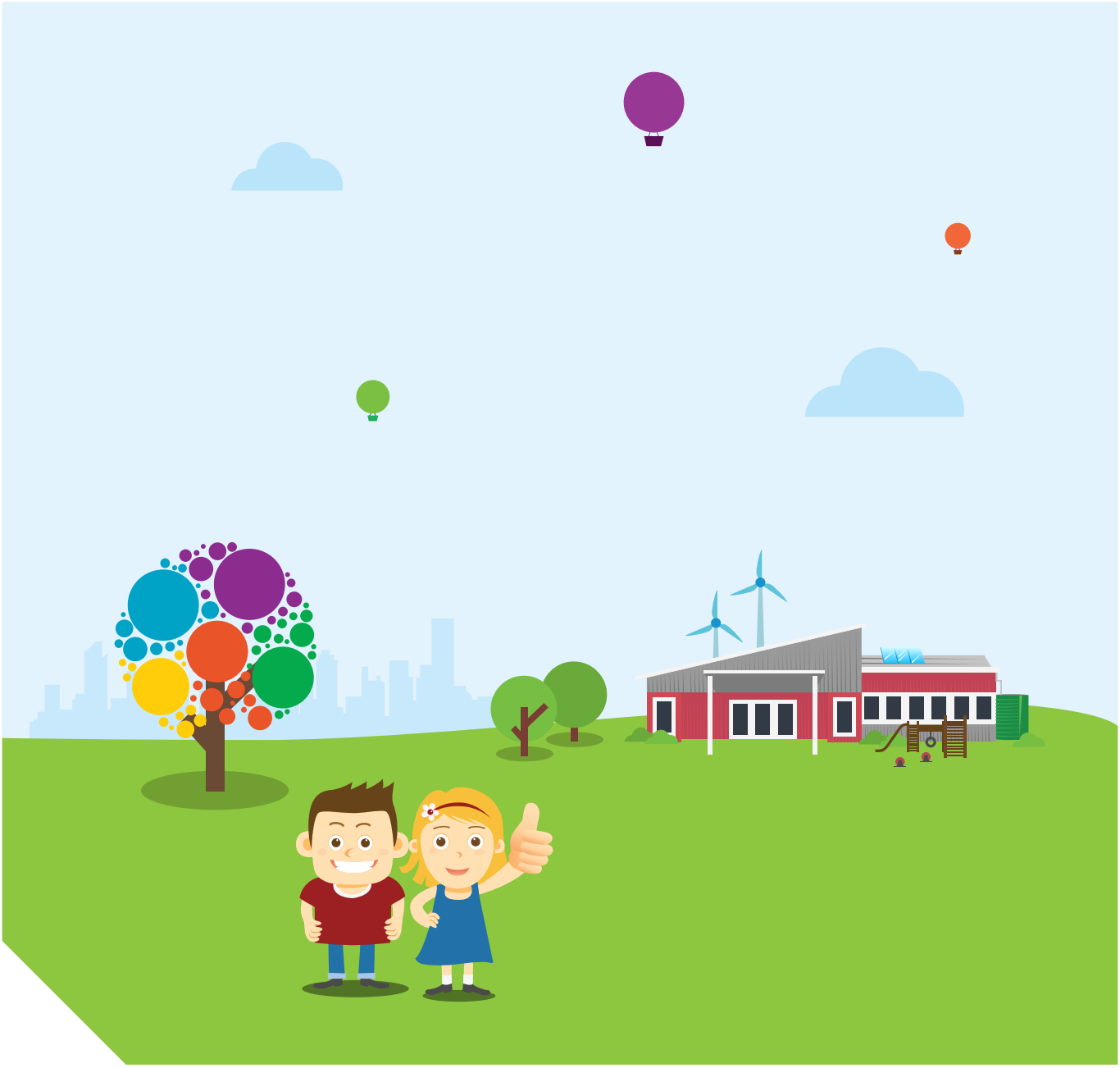

Australian Sustainable Schools Initiative
A Partnership of the Australian Government, the States & Territories

Sustainability Victoria

State Government Victoria

If you have any questions please contact
help@resourcesmartschools.vic.gov.au

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Important note:

If you are uploading an image (including a moving image, such as video) of a person, you must first obtain their consent (and their parent or guardian's consent if the person is under 18) to upload the image to the website and for SV to then use that person's image in a limited way as set out in the terms of use. In addition, where you upload an image and choose to make it available to other schools or to the broader public via the website, the consent obtained must authorise you to allow SV and others to use, modify or ublish the image in accordance with the terms of use. For more information on your obligations in relation to using personal information within ResourceSmart AuSSI Vic, please refer to the terms of use.

1 Permissions

The following table shows the actions Main Teacher, General Teacher, Principal, Parent and Student users can perform in the system. Please refer to this table to check if you can perform a particular action, and find the corresponding section in this manual for instructions.

Please keep in mind that the names of the roles indicate what a user can do, not necessarily their role at a school (e.g. if a Business Administrator is involved in entering data into the system, they could be given a Teacher user account).

Figure 1: User permissions for Teachers, Parents and Students

Action	Main Teacher	General Teacher/ Principal/ Parent	Student
Login to the secure site	✔	✔	✔
Use the Forgot Password function	✔	✔	
Logout	✔	✔	✔
View/edit their account details	✔	✔	Read only
Change their password	✔	✔	
Add a new bill account	✔	✔	✔
Edit a bill account	✔	✔	✔
Close a bill account	✔	✔	✔
Re-open a bill account	✔	✔	✔
Add a bill	✔	✔	✔
Edit a bill	✔	✔	✔
Delete a bill	✔	✔	✔
Start/work on a Module	✔	✔	Read only
Complete a Module Action	✔	✔	Read only
Submit a Module to be verified by their Assessor	✔	✔	Read only
Renew a Module	✔	✔	Read only
Add a comment to a Module Action	✔	✔	
Delete a Module Action comment	✔	✔	
Add a final comment to a Module	✔	✔	
Add a document to a Module or an Action	✔	✔	Read only
Add a link to a YouTube video from a Module or Action	✔	✔	
View a document associated with a Module or Action	✔	✔	✔
Open a link associated with a Module or Action	✔	✔	✔
Delete a document associated with a Module or Action	✔	✔	
Delete a link associated with a Module or Action	✔	✔	

Action	Main Teacher	General Teacher/ Principal/ Parent	Student
Start/work on a Star	✔	✔	Read only
Complete a Star Action	✔	✔	Read only
Submit a Star to be verified by their Assessor	✔	✔	Read only
Renew a Star	✔	✔	Read only
Add a final comment to a Star	✔	✔	
Delete a Star Action comment	✔	✔	
Set/edit your school information	✔	✔	
Upload your school's logo	✔	✔	
Complete/edit a School Biodiversity Audit	✔	✔	✔
Set/edit your School Annual Settings	✔	✔	Read only
Complete/edit a School Transport Audit	✔	✔	Read only
Add a Teacher user account for another teacher at their school	✔		
Add a Student user account for a student at their school	✔	✔	
Set the shared Student password for their school	✔	✔	
Edit a Teacher user account associated with their school	✔		
Edit a Student user account associated with their school	✔	✔	
Change the password of a Teacher user account associated with their school	✔		
Change their school's shared Student password	✔	✔	
Deactivate a Teacher user account associated with their school	✔		
Deactivate a Student user account associated with their school	✔	✔	
Reactivate a Teacher user account associated with their school	✔		
Reactivate a Student user account associated with their school	✔	✔	

2 Site access

2.1 Login to the Secure site

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login
2. Type in your username and password, and click the **Login** button
3. If you try to login three times unsuccessfully, the system will block your access temporarily and you will need to change your password to gain access again. If this happens, an email with a password-reset link will be sent to your email address. Your account will remain locked until you change your password.

2.2 Forgot Password

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login
2. Click on the **Forgot password** link
3. A Forgot Password screen will appear
4. Enter your username into the **Username** field and click the **Reset my password** button
5. An email with a link to reset your password will be sent to your email account.

2.3 Logout from the secure site

1. If you are logged in to the secure site, you can logout at any time by clicking on the **Logout** button located in the top right-hand corner of the page.
2. Logging out will take you back to the Login screen.

3 Your account

3.1 View/edit your account details

You can view your account details, and edit some of these details in the **My Account** section.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **My Account** button in the top right of the page
3. If you want to update your name and address, click on the **Edit** button. You will not be allowed to edit your username or role
4. Edit the appropriate fields
5. Click the **Update my account** button.

3.2 Change your password

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **My Account** button in the top right of the page
3. Click on the **Edit** button
4. Scroll down to the **Change Password** section
5. Enter your current password
6. Enter your new password
7. Re-enter your new password
8. Click on the Update my account button.

4 Manage users

4.1 Add a Teacher, Principal or Parent user account for another user at your school

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button in the top right of the page
3. Click on the **Add user** button
4. Fill out the **User details** section. Select Teacher, Principal or Parent as the role.
5. Fill out the **Login details** section
6. Click the **Submit** button. Once the Submit button is clicked, the new user will be sent their username and a temporary password so they can complete setting up their account.

4.2 Add a Student user account for a student at your school

Each Student will need their own user account and username to login to the system, but students will share the same password school-wide. The Student password can be set or edited in the School Settings section. See the Set the shared Student user password section below.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button in the top right of the page
3. Click on the **Add user** button
4. Fill out the **User details** section. Select 'Student' as the role
5. Fill out the **Login details** section
6. Click the **Submit** button.

4.3 Set the shared Student user password for your school

Each Student will need their own user account and username to login to the system, but will share the same password school-wide. The Student password can be set or edited in the School Settings section. See the Add a Student user account section above for setting up Student user accounts.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button on the top right of the page
3. The **School** tab will automatically open
4. Scroll to the bottom of the page
5. Enter a student password into the **Student password** field – the password must be at least eight characters in length, have at least one upper case letter (A-Z) and at least one number (0-9)
6. Click the **Save Settings** button.

4.4 Edit a Teacher or Student user account associated with your school

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button in the top right of the page
3. Find the user you wish to edit in the list. You can use the filters on this page to help narrow down the list.
4. Click the **Edit** link next to the user
5. Edit the appropriate fields
6. Click the **Submit** button.

4.5 Change the password of a Teacher user account associated your school

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button in the top right of the page
3. Find the user you wish to change the password for in the list. You can use the filters on this page to help narrow down the list.
4. In the **Login details** section, type a new password into the Password field – the password must be at least eight characters in length, have at least one upper case letter (A-Z) and at least one number (0-9)
5. Click the **Submit** button.

4.6 Change the shared Student password for your school

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button on the top right of the page
3. The **School** tab will automatically open
4. Scroll to the bottom of the page
5. Change the student password in the **Student password** field – the password must be at least eight characters in length, have at least one upper case letter (A-Z) and at least one number (0-9)
6. Click the **Save Settings** button.

4.7 Deactivate a Teacher or Student user account associated with your school

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button in the top right of the page
3. Find the user you wish to deactivate in the list. You can use the filters on this page to help narrow down the list.
4. Click the **Edit** link next to the user
5. Scroll to the bottom of the page and click the **Deactivate user** button.

4.8 Reactivate a Teacher or Student user account associated with your school

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button in the top right of the page
3. Find the user you wish to reactivate in the list. You can use the filters on this page to help narrow down the list.
4. Click the **Edit** link next to the user
5. Scroll to the bottom of the page and click the **Activate user** button

5 Bill Accounts

5.1 Note about Bills and Accounts

You can add as many bill accounts as you like for Electricity, Gas, Water and Generation resource types. For example, you may like to set up separate bill accounts for the same resource type that comes from different suppliers (e.g. more than one electricity supplier), or for resources of the same type that are billed to different parts of the school.

You cannot add bill accounts for Paper, Recycling, LPG and Waste. These accounts are already set up in the system for you to use and associate bills with. You can edit some elements of these accounts, but not all. These accounts have automatically been set to a billing period of monthly. This is because Paper, Recycling, LPG and Waste can often have irregular billing cycles and suppliers.

Associate all your bills to do with Paper, Recycling, LPG and Waste with the appropriate account, even if they come from different suppliers (for example, if you buy paper from two different suppliers in the one month, please associate these bills with the Paper account). You can enter multiple bills into the one-month, and put the name of the supplier into the description field on the bill entry screen if you wish. If there are no bills for those resource types in a particular month, simply click on the billing period in the graph, and tick the No bills for this period box.

5.2 Add a new Electricity, Gas, Water or Generation bill account

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Bills & Reports** in the top navigation menu
3. Click on the **Add an account** button underneath the Bills graph
4. Select the Resource type (water, electricity etc.)
5. Choose the utility company that provides the resource
6. If the correct utility company is not in the list, type the name of the company in the **Description** field
7. Enter the bill Account Number
8. Choose the Billing Period. This is how often you get billed for this resource
9. Set an account Starting Date. You billing periods will start from this date
10. Choose a closing date if you wish to close the account on a particular date. Bills from this account will still appear in the Bills graph, but you will not be able to enter any more bills against this account after the close date.
11. Give the bill account a nickname. This may relate to your campus or a particular part of the school, or something similar.
12. Click the **Submit** button.

5.3 Edit a bill account

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Bills & Reports** in the top navigation menu
3. Click on the account in the list to the left of the Bills graph
4. Edit the required fields. You will not be allowed to edit the Resource or the Billing Period fields
5. Click the **Submit** button.

5.4 Close a bill account

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Bills & Reports** in the top navigation menu
3. Click on the account in the list to the left of the Bills graph
4. Click on the **Close account** button. This will immediately close the account, and you will not be able to enter any more bills into the system against it.

Or:

1. Alternatively, you can choose a closing date in **Closing date** field. The account will close in the month and year you choose.

5.5 Re-open a bill account

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Bills & Reports** in the top navigation menu
3. Click on the account in the list to the left of the Bills graph
4. Click on the **Reopen Account** button. This will immediately re-open the account, and you will be able to enter bills into the system against it.

6 Bill Entry

6.1 Add a bill

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Bills & Reports** in the top navigation menu
3. In the Bills graph, click on a billing period in the same row as the account you want to enter the bill against. You will be able to click on any billing period except those in the state of **Pending** or **Account not open during this period** (refer to the Colour Legend above the graph on the same page)
4. In the Bill Entry screen, if you realise you have selected the wrong billing period in the graph, you can choose a different billing period by clicking on the months at the top of the screen
5. Enter the Bill total (if you are entering a Generation bill, enter $0 for the bill total)
6. Enter the Usage
7. Select the Green Power Percentage by sliding the slider (for electricity bills only)
8. Enter an optional description
9. Click the **Add bill** button. You can add multiple bills into a billing period. Simply use the method outlined here or below.

Or:

1. Alternatively, on the Bills & Reports screen, click the **Add a Bill** button at the bottom right of the Bills graph
2. Select the billing account to add the bill to
3. Select the Invoice Date (the month and year the bill was issued)
4. Click the **Done** button
5. Click the **Continue** button
6. Follow steps 4 – 8 above.

6.2 Edit a bill

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Bills & Reports** in the top navigation menu
3. In the Bills graph, click on a billing period in the same row as the account you want to edit the bill for
4. Find the bill you want to edit in the table at the bottom of the 'Add a bill' screen
5. Click on the **Edit** button next to the bill you want to edit
6. Edit the appropriate fields
7. Click on the **Save bill** button.

6.3 Delete a bill

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Bills & Reports** in the top navigation menu
3. In the Bills graph, click on a billing period in the same row as the account you want to edit the bill for
4. Find the bill you want to edit in the table at the bottom of the Add a bill screen
5. Click on the **Delete** button next to the bill you want to delete
6. Click **OK**.

6.4 Bill statuses

Bills can be can be in one of the 6 following states, shown in the Bills graph on the Bills and Reports page.

- **Account not open during this period:** The account is closed for this period. The billing period will appear in grey. You cannot enter any bills in this period.
- **Zero or more bills entered:** Data has been entered for a billing period, or the 'no bills' option has been ticked. The billing period will be green. Clicking on this period will take you to the Add a bill screen for this period.
- **Due:** The billing period is ready to have bill information entered into it. The billing period shows as 'Due' when the period ends in the current month or the prior month. The billing period will appear in orange. Clicking on a Due billing period will take the user to the Add a bill screen.
- **One or more bills entered, at least one suspect:** A bill has been entered for this billing period, but the system thinks the data is suspect (total cost or usage exceeds a configurable limit per resource per unit of measure). The billing period will appear in purple. Clicking on this period will take you to the Add a bill screen.
- **Missing bills:** A billing period has not had information entered into it. A bill is shown as 'Missing' two calendar months after the billing period ends. The billing period is shown in red. Clicking on this period will take you to the Add a bill screen.
- **Pending:** The billing period for this account has started but not yet finished. The billing period is shown in blue. You cannot add any bills to this period.

6.5 No bill

If there you do not have any bills for the Paper, Recycling, LPG and Waste resource types in a particular month, you can acknowledge this in the system if the status of the billing period is **Due** or **Missing**. Once this is done, the billing period will change to the status **Zero or more bills entered**.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Bills & Reports** in the top navigation menu
3. In the Bills graph, click on an the appropriate billing period
4. Tick the box **No bills for this period**
5. Click the **Submit** button.

7 Modules and Actions

7.1 Start/work on a Module

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Find the module you want to work on and click on the **Start this Module** button (if the module has not been started yet), or the **Work on this Module** button (if the module has been started)
4. This will take you to that module's list of actions.

7.2 Complete a Module Action

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Find the module you want to work on and click on the **Start this Module** button (if the module has not been started yet), or the **Work on this Module** button (if the module has been started)
4. Find the action you wish to complete in the list and click on it to open it up
5. Click in the box next to **We have completed this action**

7.3 Submit a Module to be verified by your Assessor

When you have completed the required number of actions in a module, you will be able to submit the module to your Assessor for verification. You can tell when a module is ready to be submitted, because its status will change to Eligible to be verified.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Find the module you want to submit for verification in the list, and click on it
4. Scroll to the bottom of the module page and click on the **Submit to be Verified** button.

7.4 Renew a Module

Certified Modules are valid for three years. Six months before a module is due to expire, that status of the module will change to **Renewal Required,** and all certified recurring actions in the module will unlock and change to the status of **Incomplete**. Schools can complete these actions and have the module verified and certified again as part of the renewal process.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Find the module you want to renew and click on the **Work on this Module** button
4. Mark the required actions as **Complete**
5. Once all the actions required for renewal are completed, you can submit the module for verification. Click the **Submit to be Verified** button at the bottom of the Module screen.

7.5 Module Statuses

Modules can be in one of the eight following states, shown next to the Module title on the Modules & Actions page.

- **Available:** the module has not been started by the School (all actions are Incomplete)
- **Underway:** the module has been started by the School (at least one action is Complete). Or the module has been Submitted for Verification by the School, and it has been Rejected for Verification
- **Eligible to be verified:** The minimum number of required actions have been completed by the School and the module is ready for review by Assessor
- **Being verified:** The module has been submitted for verification by the School to the Assessor. Or, the module has been submitted for certification by the Assessor, and it has been rejected by Sustainability Victoria
- **Being certified:** The module has been submitted by the Assessor for certification by Sustainability Victoria
- **Certified:** the module has been certified by Sustainability Victoria
- **Renewal required:** The module has been previously certified by Sustainability Victoria and is due to expire within 6 months (modules are valid for three years). Six months before a Module is due to expire, the status of the module will change to 'Renewal Required', and all certified recurring actions in the module will unlock and change to the status of 'Incomplete'. Schools can Complete these actions and have the module verified and certified again as part of the renewal process
- **Lapsed:** the module has reached its 3-year life span, and has not been renewed by the School.

7.6 Module Action Statuses

A module action can be in one of the 5 following states, shown as a coloured square next to the action.

- **Incomplete (red outline):** The School has yet to mark the action as complete.
- **Complete (solid blue):** The School has marked the action as complete, but the Assessor has not yet assessed it.
- **Assessed Incomplete (solid red):** The Assessor has determined that this action is not complete.
- **Verified (green outline):** The Assessor has verified this action is completed.
- **Certified (solid green):** SV has certified this module. Only the actions that had a status of 'Verified' will change to Certified when the module is Certified.

8 Module Comments

8.1 Add a comment to a Module Action

You can make a comment on a module action, and these comments will be visible to all of the Teacher, Principal and Parent users associated with the school, and the Facilitator, Assessor and Coordinators associated with your school. It will also be visible to Sustainability Victoria.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Find the module of the action you want to make a comment on, and open the module
4. Find the action you would like to comment on and open it
5. Type a comment into the comments box underneath the action
6. Click the **Post note** button.

8.2 Delete a Module Action comment

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Find the module of the action you commented on and open the module
4. Find the action you commented on and open it
5. Click the **Delete** button underneath the comment.

8.3 Add a final comment to a Module

Before submitting a module for verification by your Assessor, you can make a final comment on it. This comment will be visible to all Teacher, Principal and Parent users associated with the same school, and the Facilitator, Assessor and Coordinators associated with your school. It will also be visible to Sustainability Victoria.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Find the module of the action you commented on and open the module
4. Click on the **Final Comments** tab
5. Type a comment into the comments box underneath the action
6. Click the **Post note** button.

9 Module Documents

If you are uploading an image of a person (including a moving image, such as video), you must first obtain their consent (and their parent or guardian's consent if the person is under 18) to upload the image to the website and for SV to then use that person's image in a limited way as set out in the terms of use. In addition, where you upload an image and choose to make it available to other schools or to the broader public via the website, the consent obtained must authorise you to allow SV and others to use, modify or publish the image in accordance with the terms of use. For more information on your obligations in relation to using personal information within ResourceSmart AuSSI Vic, please refer to the terms of use.

9.1 Add a document to a Modules and Actions

You can upload a document into the system and associate it with multiple modules and actions. There are several ways of doing this.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Click on the **Documents** tab
4. Click on the **Add document** button
5. Click on the **Document** tab underneath the **Add Document** title
6. Give the document a title
7. Select the document to upload
8. Choose which module the document relates to
9. Choose which action the document relates to
10. You can associate the document with more than one module and ction by clicking on the **Associate with another** button
11. Select the type of document
12. Click the **Add Document** button.

Or:

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Click on a **Documents** link next to the appropriate module name
4. Follow steps 4 – 12 above

Or:

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Open up a module
4. Click on the **Documents** tab
5. Follow steps 4 – 12 above.

9.2 Add a link to a YouTube video from Modules and Actions

You can add a link to a YouTube video into the system and associate it with multiple modules and actions. There are several ways of doing this.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Click on the **Documents** tab
4. Click on the **Add document** button
5. Click on the Video tab underneath the **Add Document** title
6. Give the video a title
7. Type in the URL of the video
8. Choose which module the video relates to
9. Choose which action the video relates to
10. You can associate the video with more than one module and action by clicking on the **Associate with another** button
11. Select the type of video
12. Click the **Add Video** button.

Or:

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Click on a **Documents** link next to the appropriate module name
4. Follow steps 4 – 12 above.

Or:

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Open up a module
4. Click on the **Documents** tab
5. Follow steps 4 – 12 above.

9.3 Download a document or open a link associated with a Module or Action

You can download documents and open links associated with your school in the system. There are several ways to do this.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Click on the **Documents** tab
4. Filter the list as appropriate to find the one you would like to view
5. Click on a document or link in the list

Or:

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Click on a **Documents** link next to the appropriate module name
4. Follow steps 4-5 above.

Or:

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login
2. Click on **Modules & Actions** in the top navigation menu
3. Open up a module
4. Click on the **Documents** tab
5. Follow steps 4-5 above.

9.4 Delete a document or link associated with a Module or Action

You can delete documents and links associated with your school in the system. There are several ways to do this.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Click on the **Documents** tab
4. Filter the list as appropriate to find the document or link
5. Click on the **Delete** link next to it

Or:

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **Modules & Actions** in the top navigation menu
3. Click on a **Documents** link next to the appropriate module name
4. Follow steps 4-5 above.

Or:

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login
2. Click on **Modules & Actions** in the top navigation menu
3. Open up a module
4. Click on the **Documents** tab
5. Follow steps 4-5 above.

10 5 Star Certification

10.1 Start/work on a Star

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login
2. Click on **5 Star Certification** in the top navigation menu
3. Find the star you want to work on and click on the **View Checklist** button next to it
4. This will take you to that star's checklist of actions.

10.2 Complete a Star Action

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **5 Star Certification** in the top navigation menu
3. Find the star you want to work on and click on the **View Checklist** button
4. Find the action you wish to complete in the list and click on it to open it
5. Tick **TASKS** box.

10.3 Submit a Star to be verified by your Assessor

When you have completed all the actions in a star, you will be able to submit the star to your Assessor for verification. You can tell when a star is ready to be submitted because its status will change to **Eligible to be verified.**

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **5 Star Certification** in the top navigation menu
3. Find the star you want to submit for verification in the list, and open it
4. Scroll to the bottom of the Star page and click on the **Submit to be Verified** button.

10.4 Renew a Star

Certified stars are valid for three years. Six months before a star is due to expire, the status of that star will change to **Renewal Required**, and all certified actions in the star will unlock and change to the status of **Incomplete**. Schools can complete these actions and have the star verified and certified again to renew the star.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **5 Star Certification** in the top navigation menu
3. Find the star you want to renew and click on the **View Checklist** button
4. Mark all of the actions as Complete when they are completed
5. Once all the actions required for renewal are completed, you can submit the star for verification by your Assessor. Click the **Submit to be Verified** button at the bottom of the star screen.

10.5 Star Statuses

Stars can be in one of the eight following states, shown next to the module title on the Modules & Actions page.

- **Available:** the star has not been started by the School (all actions are Incomplete).
- **Underway:** the star has been started by the School (at least one action is Complete). Or the star has been submitted for verification by the School, and it has been rejected for verification.
- **Eligible to be verified:** All of the actions have been completed by the School and the star is ready for review by Assessor.
- **Being verified:** The star has been submitted for verification by the School to the Assessor. Or the star has been submitted for certification by the Assessor and it has been rejected by Sustainability Victoria.
- **Being certified:** The star has been submitted by the Assessor for certification by Sustainability Victoria.
- **Certified:** the star has been certified by Sustainability Victoria.
- **Renewal required:** The star has been previously certified by Sustainability Victoria and is due to expire within 6 months. Six months before a star is due to expire, that status of the star will change to 'Renewal Required', and all certified actions in the star will unlock and change to the status of 'Incomplete'. Schools can complete these actions and have the star verified and certified again to renew the star.
- **Lapsed:** the star has reached the end of its 3-year life span and has not been renewed by the School.

10.6 Star Action Statuses

A star action can be in one of the five following states, shown as a coloured square next to the action.

- **Incomplete (red outline):** The School has yet to mark the action as complete.
- **Complete (solid blue):** The School has marked the action as complete, but the Assessor has not yet assessed it.
- **Assessed Incomplete (solid red):** The Assessor has determined that this action is not complete.
- **Verified (green outline):** The Assessor has verified this action as having been completed.
- **Certified (solid green):** SV has certified this Star. Only the actions that had a status of Verified will change to Certified when the star is Certified.

11 Star Comments

11.1 Add a comment to a Star

Before submitting a star for verification by your Assessor, you can make a comment on it. This comment will be visible to all of the Teacher, Principal, Parent, Facilitator, Assessor and Coordinator users associated with your school. It will also be visible to Sustainability Victoria.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **5 Star Certification** in the top navigation menu
3. Find the star in the list you would like to comment on and click on the **View Checklist** button
4. Type a comment into the comments box at the bottom of the page
5. Click the **Post note** button.

11.2 Delete a Star comment

You can delete a comment you made on a star at any time.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on **5 Star Certification** in the top navigation menu
3. Find the star in the list you commented on and click on the **View Checklist** button
4. Scroll to the comments box at the bottom of the page
5. Click the **Delete** button underneath the comment.

12 School Settings

12.1 Set/edit your school information

You can set and edit information about your school such as the address and the website on the School Settings page.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button on the top right of the page
3. The **School** tab will automatically open
4. Edit or fill out the appropriate fields
5. Click the **Save Settings** button.

12.2 Upload your school's logo

You can upload your school's logo into the system so it displays on the site when school users are logged in. This can be done from the School Settings page. The avatar must be 95x95 pixels, a JPEG, GIF or PNG file and no more than 50mb.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button on the top right of the page
3. The **School** tab will automatically open
4. At the School Avatar field, click on the **Select document**
5. Select an image file to upload
6. Click the **Save Settings** button. You can upload a new logo at any time.

12.3 Set the Student password

The shared student password can be set and changed on the School Settings page.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button on the top right of the page
3. The **School** tab will automatically open
4. Scroll to the bottom of the page
5. Fill out or change the student password in the **Student password** field
6. Click the **Save Settings** button.

12.4 Set/edit your School Annual Settings

Your School Annual Settings need to be updated on a yearly basis. School Annual Settings contain information like the number of people at your school, school and building size and savings targets for the year.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button on the top right of the page
3. Click on the **Annual** tab
4. Select the year you wish to enter data for by clicking on the appropriate year in the tabs across the top. You can enter historical data for previous years
5. If you want to copy data from the previous year into the current year, click on the **Copy data from previous year** button
6. Fill out the fields in the **Number of people** section
7. Fill out the fields in the **School and building size** section
8. Fill out the fields in the **School savings targets for this year** section
9. Click the **Save Settings** button
10. This data can be edited at any time by re-entering the School Annual Settings section, editing the relevant fields and saving the changes.

12.5 Complete/edit a School Biodiversity Audit

A School Biodiversity Audit needs to be completed on a yearly basis.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button on the top right of the page
3. Click on the **Biodiversity** tab
4. Select the year you wish to complete the audit for by clicking on the appropriate year in the tabs across the top. You can enter historical audits for previous years
5. If you want to copy audit data from the previous year into the current year, click on the **Copy data from previous year** button
6. Select the calculation method your school uses
7. Click the **Configure** button
8. Fill out the Biodiversity Audit fields
9. Click the **Save Settings** button
10. The audit data can be edited at any time by re-entering the School Biodiversity Settings section, editing the relevant fields and saving the changes.

12.6 Complete/edit a School Transport Audit

A School Transport Audit needs to be completed on a yearly basis.

1. Visit https://secure.resourcesmartschools.vic.gov.au/users/login and login to the system
2. Click on the **School Settings** button on the top right of the page
3. Click on the **Transport** tab
4. Select the year you wish to complete the audit for by clicking on the appropriate year in the tabs across the top. You can enter historical audits for previous years
5. If you want to copy audit data from the previous year into the current year, click on the **Copy data from previous year** button
6. Fill out the **Transport** section
7. Fill out the **School Owned or Driven vehicles** section
8. Click the **Save Settings** button
9. The audit data can be edited at any time by re-entering the School Transport Settings section, editing the relevant fields and saving the changes

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